

2023 SUMMER EMPLOYMENT PACKET ~ DIRECTIONS

****DO NOT PRINT THIS APPLICATION DOUBLE SIDED****

You must be 14 (by Monday, June 5th) to 21 years of age, and a year round White Plains resident, to apply for a summer job. If you are 14-17 you must have a valid work permit.

APPLICATION DEADLINE THURSDAY, JUNE 8th @ 6PM

NEED HELP with the Application or Resume:

- If you attend WPHS and need help with ANY portion of the application, or writing a resume, see Janet Spencer or Celeste Lombino in the WPHS YES office in H-cafeteria.
- If you do not attend WPHS & need help with completing the application packet or writing a resume please contact Patti Staffiero at 422-6722 or pstaffiero@whiteplainsny.gov to schedule an appointment.

PRACTICE for Job Fair interviews:

- **Current WPHS students** - We will hold a workshop at White Plains High School on Tuesday, June 6th, all lunch periods, in the College & Career Center if you would like to practice and get tips for your job interviews @ the Job Fair.
- **All other youth residents** - Practice interviews are available prior to June 2nd by appointment – if you'd like to schedule one for yourself, email Patti Staffiero pstaffiero@whiteplainsny.gov.

SUBMITTING Your Application:

- **Current WPHS students**- Submit your completed applications to the WPHS YES office in H-cafeteria Monday-Friday from 3rd period (9:12am) to 3:30pm.
As per the district calendar, school will be closed on **Thursday, May 25th & Friday, May 26th**. **On these two days only**, applications may be submitted to the WP Community Center, 65 Mitchell Place.
- **All other youth residents** - Submit your completed application to Patti Staffiero at the WP Community Center located on 65 Mitchell Place, Monday-Friday 3-5pm. **Only on Thursday, June 8th applications will be accepted from 4-6pm. Please note proof of residency in the form of a Con-Ed bill, tax bill or lease will need to be provided.**

Dates of Employment:

- **Summer employment runs Wednesday, July 5th – Friday, August 11th.**

Job Fair

- Once you have submitted your application packet, identification, and resume, you will be invited to the Job Fair, **Monday, June 12th, 3-5pm at the Sonesta Hotel, located on 66 Hale Avenue in White Plains.** You **MUST** attend the Job Fair to be considered for a summer job.

Job Notification

- On either Thursday, June 15th or Friday, June 16th you will receive an email regarding your employment status and next steps. Check your spam folder for both email addresses you provide in case you don't see the email in your inbox.
- Please note additional forms will need to be completed. You will be unable to start working without those forms being submitted. (One document needs to be notarized if you are under the age of 18).

Orientation

- Youth Employment will hold mandatory orientation sessions prior to the start of your job placement. You **must** attend one of the following orientations:

DATE	TIME	LOCATION
Wednesday, June 21 st	3:00-6:00pm	Community Center – 65 Mitchell Place
Monday, June 26 th	1:00-4:00pm	Community Center - 65 Mitchell Place

For Staff Use: _____
(Initials, date Submitted)

APPLICATIONS ONLY ACCEPTED IN BLUE OR BLACK INK. WRITE NEATLY!

Name School Age Date of Birth Ethnicity

_____ W-4 Form

_____ NYS Certificate of Exemption from Withholding Form

_____ I-9 Form

_____ Provide for the I-9 a copy of a document from List A and if unable to provide a copy of a document from list A then you must provide 1 copy of a document from both List B & List C

_____ Retirement System Form (Yes or No)

_____ Code of Ethics, Personnel Policies & Healthcare Exchange Receipt

_____ Summer Employment Application (*Print & sign using your full legal name*)

_____ Job Request Form

_____ Work Permit (*original will be kept on file for those who receive summer placements & returned at the end of the summer*)

_____ Resume (You can use format included)

FOR APPLICANTS WHO DO NOT CURRENTLY ATTEND WPHS OR WPMS

Provide proof of residency with a **Copy** of **ONE** of the following:

- current CON EDISON bill
- PROPERTY TAX BILL or LEASE

For Parent/Guardian

My child will be available for the entire 6 week YES summer employment program Yes or No
Wednesday, July 5th - Friday, August 11th. I understand that if they accept a job Please circle one
and do not fulfill their 6 week obligation they will not be eligible for future summer
employment opportunities & will lose their job placement upon returning from vacation.

Parent/Guardian Signature

Date

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

2023

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate ☐

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000	\$	
	Multiply the number of other dependents by \$500	\$	
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.)		Date
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)



Department of Taxation and Finance

Certificate of Exemption from Withholding

New York State • New York City • Yonkers

IT-2104-E

This certificate will expire on April 30, 2024.

To claim exemption from withholding for New York State personal income tax (and New York City and Yonkers personal income tax, if applicable), you must meet the conditions in either Group A or Group B:

Group A

- you must be under age 18, or over age 65, or a full-time student under age 25; **and**
- you did not have a New York income tax liability for 2022; **and**
- you do not expect to have a New York income tax liability for 2023 (for this purpose, you have a tax liability if your return shows tax before the allowance of any credit for income tax withheld).

Group B

- you meet the conditions set forth under the Servicemembers Civil Relief Act (SCRA), as amended by the Military Spouses Residency Relief Act and the Veterans Benefits and Transition Act. See *Military spouses*.

If you **do not meet all** of the conditions in either Group A or Group B above, **stop**; you cannot claim exemption from withholding (see *Note* below).

First name and middle initial	Last name	Social Security number	Filing status: Mark an X in only one box
Mailing address (number and street or PO Box)	Apartment number	Date of birth (mmddyyyy)	A Single <input type="checkbox"/> B Married <input type="checkbox"/>
City, village, or post office	State	ZIP code	C Qualifying surviving spouse or head of household with qualifying person..... <input type="checkbox"/>

Are you a full-time student?..... Yes ☐ No ☐Are you a military spouse exempt under the SCRA? Yes ☐ No ☐

I certify that the information on this form is correct and that, for the year 2023, I expect to qualify for exemption from withholding of New York State income tax under section 671(a)(3) of the Tax Law or under the SCRA. I will notify my employer within 10 days of any change requiring revocation of the exemption from withholding as explained in the instructions.

Employee's signature (give the completed certificate to your employer)

Date

Employer: complete this section only if you must send a copy of this form to the New York State Tax Department (see instructions).

Employer name and address

Employer identification number

Mark an **X** in the box if a newly hired employee or a rehired employee ☐

First date employee performed services for pay (mmddyyyy) (see instructions):

Are dependent health insurance benefits available for this employee? Yes ☐ No ☐

If Yes, enter the date the employee qualifies (mmddyyyy):

Instructions**Employee**

Who qualifies – To claim exemption from withholding for New York State personal income tax (and New York City and Yonkers personal income tax, if applicable), you must meet the conditions in either Group A or Group B:

Group A

- you must be under age 18, or over age 65, or a full-time student under age 25; **and**
- you did not have a New York income tax liability for 2022; **and**
- you do not expect to have a New York income tax liability for 2023 (for this purpose, you have a tax liability if your return shows tax before the allowance of any credit for income tax withheld).

Group B

- you meet the conditions set forth under the Servicemembers Civil Relief Act (SCRA), as amended by the Military Spouses Residency Relief Act and the Veterans Benefits and Transition Act. See *Military spouses*.

If you meet the conditions in Group A or Group B, file this certificate, Form IT-2104-E, with your employer. Otherwise, your employer

must withhold New York State income tax (and New York City and Yonkers personal income tax, if applicable) from your wages. Do not send this certificate to the Tax Department.

Generally, as a resident, you are required to file a New York State income tax return if you are required to file a federal income tax return, or if your federal adjusted gross income plus your New York additions is more than \$4,000, regardless of your filing status. However, if you are single and can be claimed as a dependent on another person's federal return, you must file a New York State return if your federal adjusted gross income plus your New York additions is more than \$3,100.

If you are a nonresident and have income from New York sources, you must file a New York return if the sum of your federal adjusted gross income and New York additions to income is more than your New York standard deduction.

A penalty of \$500 may be imposed for furnishing false information that decreases your withholding amount.

Note: If you do not qualify for exemption, or you want New York State, New York City, or Yonkers personal income tax withheld from your pay, file Form IT-2104, *Employee's Withholding Allowance Certificate*, with your employer. Follow the instructions



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][] - [][] - [][][]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	<div>QR Code - Section 1 Do Not Write in This Space</div>
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>	
1. Alien Registration Number/USCIS Number: _____ OR	
2. Form I-94 Admission Number: _____ OR	
3. Foreign Passport Number: _____ Country of Issuance: _____	

Signature of Employee	Today's Date (mm/dd/yyyy)
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Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page



LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		<div>Additional Information</div> <div>QR Code - Sections 2 & 3 Do Not Write In This Space</div>		
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 7/5/23 (See instructions for exemptions)

Signature of Employer or Authorized Representative <i>Patricia Staffiero</i>	Today's Date (mm/dd/yyyy) <u>7/5/23</u>	Title of Employer or Authorized Representative <u>Youth Employment Sup.</u>	
Last Name of Employer or Authorized Representative <u>Staffiero</u>	First Name of Employer or Authorized Representative <u>Patricia</u>	Employer's Business or Organization Name <u>WPYB</u>	
Employer's Business or Organization Address (Street Number and Name) <u>11 Amherst Place</u>	City or Town <u>White Plains</u>	State <u>NY</u>	ZIP Code <u>10601</u>

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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Thomas M. Roach
Mayor



Angela Sapienza, Esq.
Personnel Officer

Christopher S. Burkart
Deputy Personnel Officer

DEPARTMENT OF PERSONNEL
255 MAIN STREET * WHITE PLAINS, NEW YORK, 10601
Tel: (914) 422-1257 * Fax: (914) 422-6496 * www.cityofwhiteplains.com
"THE BIRTHPLACE OF THE STATE OF NEW YORK"

TO: Employees (Non-permanent/Part-time)

FROM: Angela Sapienza, Personnel Officer

SUBJECT: NOTICE OF RIGHT TO JOIN THE N.Y.S.
EMPLOYEES' RETIREMENT SYSTEM

The enclosed notice informs you of your right to join the New York State Employees' Retirement System. If you decide to join the Retirement System now, you will be enrolled as a member of Tier 6. In making your decision, you should consider the following:

1. You must contribute 3-6% (based on your salary) of your salary which will be deducted from your paycheck.
2. **10 Year Vesting - Chapter 504, Laws of 2009, effective January 1, 2010**
On and after January 1, 2010, members of the retirement system with 10 or more years of service have a right to a retirement benefit when they reach minimum retirement age.
3. **Extended Death Benefit - Chapter 388, Laws of 1998, effective July 17, 1998**
This legislation provides that members who discontinue service with 10 or more years of credit, who die on or after January 1, 1997, are not retired, and not otherwise eligible for the payment of a death benefit, are now eligible for a death benefit equal to ½ of the death benefit that would have been payable if the member had died on their last day of covered public employment. The benefit will be paid to the individuals last named beneficiary, or in the absence of a living beneficiary, to the member's estate.

Please read, sign and return the attached form indicating your decision to join the Retirement System. If you decide to join, or have any questions, please call the Personnel Department to make an appointment to enroll at (914) 422-1259. Additional information is available at www.osc.state.ny.us.

Angela Sapienza

Angela Sapienza
Personnel Officer

**DEPARTMENT OF PERSONNEL
CITY OF WHITE PLAINS**

NOTICE OF RIGHT TO JOIN THE NYS EMPLOYEES' RETIREMENT SYSTEM

Please read the information below carefully before deciding whether or not you wish to join the Retirement System; then check the appropriate box and sign your name.

If you are not a permanent, full time employee, joining the Retirement System is optional.

If you choose to join the Retirement System, your membership cannot be withdrawn and 3% or more of your wages will be deducted each pay day as your contribution towards retirement benefits. The City will also contribute towards your retirement.

If you do not join the Retirement System now, and subsequently your status changes to permanent employment so that you are required to join the Retirement System, 3% or more of your wages will then be deducted from your pay. You may be eligible to receive credit for your prior service. If you believe you are eligible to receive credit for prior public service covered by the NYSRS, please notify the Personnel Department.

Please check one of the following:

- ☐ I have read the information above and wish to join the NYS Employees' Retirement System. I understand that 3% or more of my wages will be deducted from my pay. (Retirement Enrollment Form must be completed; contact the Personnel Department).
- ☐ I have previous or current membership in the NYS Employees' Retirement System. Dates: _____ Tier: _____ and Registration # _____ or Retired: _____. (Do not report to NYS Teachers Retirement)
- ☐ I have read the information above and **DO NOT** wish to join the Employees' Retirement System. I waive my right to do so. I understand that should permanent status be granted, I must join and the current 3% or more employee contribution will be deducted each pay day.

Employee Name (please print)

Social Security #

Signature of Employee

Date

Department



**CODE OF ETHICS, PERSONNEL POLICIES AND THE
HEALTHCARE EXCHANGE NOTICE RECEIPT
AND EEOC REPORTING**

This form is intended to notify newly hired employees of certain terms of employment as required by law and to collect information related to the mandatory reporting by the United States Equal Employment Opportunity Commission (EEOC).

255 MAIN STREET
WHITE PLAINS, NY 10601

This form should be submitted to the Personnel Department after an acceptance of an offer of employment. The information contained on this form is not part of the employment application and is not used in selection for employment.

You will receive your pay by direct deposit to the account(s) and institution(s) of your choice, unless you specifically request payment by paper check. Direct deposits are typically processed faster than paper checks and eliminate the need for a trip to the bank.

EMPLOYEE NAME: _____ DEPT: YOUTH BUREAU
(PRINT)

☐ **CODE OF ETHICS:** I have received a copy of the White Plains Code of Ethics on the date set forth below

EMPLOYEE SIGNATURE: _____ DATE: _____

☐ **PERSONNEL POLICIES:** I have received a copy of the White Plains Personnel Policies on the date set forth below

EMPLOYEE SIGNATURE: _____ DATE: _____

☐ **HEALTHCARE EXCHANGE NOTICE:** I have received a copy of the Healthcare Exchange Notice on the date set forth below

EMPLOYEE SIGNATURE: _____ DATE: _____

WE REQUIRE THE FOLLOWING INFORMATION IN ACCORDANCE WITH EEOC REPORTING:

The information supplied will in no way affect your employment candidacy.

GENDER: ☐ Male ☐ Female

RACE/ETHNICITY: Please check **one** only:

- ☐ W - White / Caucasian (Non-Hispanic origin)
☐ B - Black / African American (Non-Hispanic origin)
☐ H - Hispanic or Latino
☐ X - Two or more Races (Non Hispanic)

- ☐ A - Asian
☐ I - American Indian or Alaskan Native
☐ N - Native Hawaiian or other Pacific Islander

SPECIAL STATUS: ☐ Veteran ☐ Exempt Volunteer Firefighter

Original to Personnel with PPAF
Copy in Dept Files

****Requires proof of permit to work if a non-citizen per I-9.**

(App # - for staff use only)

Youth Name: _____

Home #: _____ Date of Birth: _____

Cell #: _____ Age: _____

Print Neatly – you will get notified if you’ve received a job via email only

YOUTH SCHOOL EMAIL ADDRESS: _____

YOUTH PERSONAL EMAIL ADDRESS: _____

Job Fair Interview Request Form

Please fill out this form thoroughly and completely:

1. Review the YES Summer Classified Ads
2. **Pick 3 jobs** to interview for that you feel you would enjoy doing for the summer (this form will not be accepted with fewer than 3 choices) **Do not choose the position you held last summer.**
3. The 3 job choices you indicate on this form will be the jobs you will interview for at the **Job Fair on Monday, June 12th, 3-5 PM @ The Sonesta Hotel, located on 66 Hale Avenue in White Plains.**

Name of Employer:	Name of Position	Job #
Example Clerk's Office	Assistant Clerk	C1
_____	_____	_____
_____	_____	_____
_____	_____	_____

City of White Plains Youth Bureau - Youth Employment Services - Sample Resume

Jackie Dominguez
452 North Broadway
White Plains, New York 10606
(914) 979-9792 ~ jsdominguez@gmail.com

EDUCATION:

White Plains High School, White Plains, NY

Expected graduation: June 2023

WORK EXPERIENCE:

Old Navy, White Plains, NY

July 2022-Present

Sales Associate

Responsible for assisting customers and recovering store in the evening.

White Plains Youth Bureau, White Plains, NY

July 2021-August 2021

Clerical Assistant, Planning Dept.

Responsibilities included filing, photocopying and answering phones.

White Plains Youth Bureau, White Plains, NY

July 2020-August 2020

Clerical Assistant, Senior Center

Responsibilities included assisting seniors with program registrations, data entry, and answering phone calls.

VOLUNTEER EXPERIENCE:

Mayors Youth Council, White Plains Youth Bureau, White Plains, NY

May 2020-Present

Participate in a variety of community service activities and meet with the Mayor on a quarterly basis to discuss issues which affect White Plains teens.

Midnight Run Club, White Plains High School, White Plains, NY

September 2019-Present

Collect clothing and food and distribute to homeless individuals in New York City.

EXTRACURRICULAR ACTIVITIES:

Member of the Track Team, White Plains High School, White Plains, NY

June 2020-Present

AWARDS & RECOGNITION:

PTA Community Service Award

May 2022

SPECIAL SKILLS:

Bilingual English/Spanish

Proficient in Microsoft Office

2023 CLASSIFIED LIST

PAID SUMMER INTERNSHIP POSITIONS

The following internship positions are intended for high school and college age youth who are looking to pursue and explore potential future career interests.

A career is a long-term professional journey you may determine based on your passions.

While ALL our summer positions will enable you to gain experience and money, the summer internships are designed to expose you to the everyday tasks that an individual in a specific career would perform. In addition you will be introduced to professionals in the given field to expand your network.

<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>PAGE1.Engineering/Code Enforcement <i>Clerical Assistant</i></p> <p>2 youth needed (must be 16 years of age or older) to assist with fielding calls from staff and the public, making copies and prints of maps and archived properties, filing, performing basic research and calculations and possible field duties that may include assisting survey crews, construction inspection and investigations.</p> <p>This internship is designed for youth who are interested in the following career areas: Civil Engineering, Mechanical Engineering, Chemical Engineering, Architectural Engineering and Environmental Engineering.</p>	<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>PAGE2. Family Services of Westchester (FSW) HEAD START/EARLY HEAD START/ PRIME TIME & UNIVERSAL PRE-KINDERGARTEN <i>Program Assistant/Classroom Aide</i></p> <p>4 youth needed (must be 16 years of age) to work at FSW in the classrooms with the children and responsibilities will include: playing/interacting in developmentally appropriate activities with young children, engaging in hands-on activities including arts and crafts, music, and storybook reading, and outdoor games/sports. Youth will provide warm, nurturing support to children throughout the day and assist teachers. Must be patient, kind, energetic and love children. Hours are Monday-Friday 8 am-2:30 pm. Youth will be asked to work in one of 3 locations: North Street (next to White Plains High School), Rochambeau (on Fisher Ave.) or The Center For All Ages (on North Broadway) A medical is required. All applicants will be required to provide proof of COVID vaccination at time of application.</p> <p>This internship is designed for youth who are interested in the following career areas: Early Education, Special Education and Social Services.</p>
<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>PAGE3. Mayor's Office <i>Intern</i></p> <p>2 youth needed (must 16 years of age or older) with previous office experience. Duties will include: interacting with the public, responding to constituent inquiries, issue research, assistance in the planning and implementation of events or initiatives, answering phone calls and attendance at meetings, as may be needed by the Mayor's office staff. Youth must be responsible, personable, reliable, able to work independently and have excellent communication skills. Hours are Monday-Friday 10am-5pm.</p> <p>This internship is designed for youth who are interested in the following career areas: Political Science and Public Administration.</p>	<p>P4. Parking Department Traffic Division <i>Traffic Assistant</i></p> <p>1 youth needed to assist engineers in the operation and maintenance of the transportation facilities. Duties will include: data entry, filing surveys and taking transportation related photographs in the field to prepare AAA annual reports.</p> <p>This internship is designed for youth who are interested in the following career areas: Transportation Engineering and Civil Engineering.</p>
<p>MUST BE 15 YEARS OF AGE OR OLDER TO APPLY</p> <p>PAGE5. Police Department <i>Clerical Assistant</i></p> <p>2 youth needed (must be 15 years of age or older) for: filing, data entry, answering phones, disseminating records to the public and preparing forms and spreadsheets. This is an exciting opportunity to meet and work alongside some of your local Police Officers.</p> <p>This internship is designed for youth who are interested in the following career areas: Criminal Justice and Public Safety.</p>	

<p>P6. The Kensington Assisted Living <i>Activities Assistant</i></p> <p>3 outgoing youth needed to assist with recreational activities and provide companionship to senior citizens. Hours are Monday-Friday 10am-6pm. Interns will be required to wear masks while working.</p> <p>This internship is designed for youth who are interested in the following career areas: Medical Field, Geriatrics, and Recreation Specialist.</p>	<p>P7. White Plains Community Media <i>Studio Intern</i></p> <p>2 youth needed to work with WP Community Media staff to produce a video series regarding things for youth to do in the City of White Plains. Youth will scout locations & develop content, invite & interview guests, write scripts, tape show segments, edit video & audio and other duties as assigned. Worksite is located on the 2nd floor of the WP Library. Hours are Monday-Friday 11am-4pm.</p>
<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>PAGE8. White Plains Performing Arts Center <i>Production Assistant</i></p> <p>2 energetic, passionate youth needed (must be 16 years of age or older) to join our production team for the Summer Theatre Academy program. Youth will engage in numerous aspects of camp and gain hands-on experience in a wide range of production disciplines, including stage management, run crew, set, costume, lights, sound and projection. Youth will participate in training, and receive ongoing professional development opportunities to help them build valuable theatre skills. Interest in theatre/film visual arts and working with children is a must. Youth will work alongside the creative teams and apprentices. Hours are Monday-Friday 10:00am-4:00pm. Monday, July 10th - Friday, August 11th.</p> <p>This internship is designed for youth who are interested in the following career areas: Theater, Performing Arts, and Stage Production (Lighting & Sound).</p>	<p>This internship is designed for youth who are interested in the following career areas: Camera Talent work (in front and behind the camera), Pre-Production (set design, directing), Post Production (Video & audio editing, graphics), Podcasting, Writing, and Managing social media content.</p> <p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>PAGE9. White Plains Hospital <i>Intern</i></p> <p>2 youth needed (must be 16 years of age or older) to work in various departments throughout the hospital. Interns will have the opportunity to escort patients and visitors and transport materials as needed, provide support to patients at the hospital for same day procedures, greet patients and visitors, and provide general assistance to hospital staff. Applicants over 18, will have the additional opportunity to work in the Emergency Department to serve as a liaison between patients, families and staff.</p>
<p>P10. White Plains Public Library <i>Systems Intern</i></p> <p>1 youth needed to assist staff with 3D printing, Virtual Reality (VR) experiences, and technology classes. Youth will also assist with performing "triage" on old equipment: laptops, computers, and monitors. Hours are Monday through Thursday, 11am-4pm.</p> <p>This internship is designed for youth who are interested in the following career areas: Information/Digital Technology, Game Development, 3D Animation & Design and Videography.</p>	<p>To be considered for this internship, applications must be submitted by Wednesday, May 31st. Youth will need to be available for a phone interview and in person interview to be considered.</p> <p>Proof of COVID vaccination is required to apply. Medical clearance is required prior to beginning the internship. Hours and days are flexible up to 25 hours per week, but must be between Monday-Friday 9am-5pm.</p> <p>This internship is designed for youth who are interested in pursuing a career in all aspects of the Medical Field.</p>

PAID SUMMER EMPLOYMENT POSITIONS

Clerical Positions

<p>C1. Clerk's Office <i>Assistant Clerk</i></p> <p>1 youth needed who is good with details to assist with scanning projects. Youth may also be assigned to some other clerical duties within the department as needed. Accuracy is extremely important. Hours will be Monday-Friday 10am-4pm.</p>	<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE2. Family Services of Westchester (FSW) HEAD START/EARLY HEAD START/ PRIME TIME & UNIVERSAL PRE-KINDERGARTEN <i>Program Clerical Assistant</i></p> <p>1 youth needed (must be 16 years of age or older) to work at FSW solely in a clerical capacity and will assist the Early Childhood staff with office needs as they prepare for the new school year. Bilingual in Spanish is a plus. Office duties may include: assisting with making phone calls to medical offices, maintaining children's electronic and paper files, the enrollment process, preparation of annual binders, copying documents, translating documents and other tasks as assigned by supervisor. Hours are Monday-Friday 8am-2:30pm. Worksite will be at Rochambeau school on Fisher Avenue. A medical is required. All applicants will be required to provide proof of COVID vaccination at time of application.</p>
<p>C3. El Centro Hispano <i>Clerical Assistant</i></p> <p>1 bilingual youth (must be fluent in Spanish) needed to work in an office environment. Duties include answering telephones, filing, computer work, and interacting with the public. Position will begin on Monday July 10th at the new location on 295 Central Avenue. Hours will be Monday-Friday - 12pm-6pm.</p>	
<p>MUST BE 18 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE4. Highway Department <i>Assistant Highway Worker</i></p> <p>1 youth needed (must be 18 years of age or older) to assist with painting and cleaning of department equipment. Will also assist with maintenance of parks, and other tasks as assigned.</p>	<p>C5. Housing Authority <i>Clerical Assistant</i></p> <p>1 youth needed to perform basic clerical duties such as: filing, typing, making labels and answering phones. Applicants should have basic word processing and database skills and will be asked to arrange documents according to an established system. Hours are Monday-Thursday 8am-4pm.</p>
	<p>C7. Planning Department <i>Project Assistant</i></p> <p>1 youth needed to provide office support, such as: data entry, copying, filing, scanning and related work as required. Knowledge of office technology in addition to Microsoft Word and Excel. Comfortable with answering the telephones regarding routine inquiries in person and greeting visitors. Able to work with different staff members and personalities, work independently and be able to complete assigned tasks in a timely manner. Hours are Monday-Thursday 10:00am- 3:00pm.</p>
<p>C8. Public Library <i>TROVE Assistant</i></p> <p>4 youth needed to assist Librarians with the many activities in the Trove during the summer. Youth will supervise the Reading Buddies program, by organizing sign up for sessions for teen volunteers to read with children and do STEM activities with children. Other duties include shelving and pulling materials, general tidying up of the Trove, and helping staff with various projects. We are looking for candidates who: possess leadership and initiative, have a mature and responsible manner, are helpful and enthusiastic, and enjoy working with children. Enjoyment of working on craft projects is a plus. Hours will include day shifts Monday-Friday 10am-6pm, as well as evening shifts 12pm-8pm.</p>	<p>C9. Public Works Department <i>Administration Bureau</i></p> <p>1 youth needed to re-organize filing system, box and catalogue records, manage correspondence, organize folders, answer telephones and handle inquiries. Position is two (2) days per week. Days and hours are flexible. Maximum of 15 hours per week.</p>
<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE10. Public Works <i>Garage</i></p> <p>1 youth needed (must be 16 years of age or older) to assist in the Parts room with reorganizing inventory, helping with putting away stock deliveries. Sweeping, cleaning and some limited painting.</p>	<p>C11. United Way of Westchester <i>Summer Backpack Program Assistant</i></p> <p>1 youth needed to work within the Impact department. Duties include tracking the inventory of products and donations, conducting internet research, making calls & sending emails to volunteers and corporate partners. Candidates should be proficient in Microsoft Office, especially Word and Excel. Must be comfortable working with different staff members, work independently, and able to complete assigned tasks in a timely manner. Candidates will be asked to lift boxes containing donations and should be able to lift 25 lbs. Hours and days are flexible up to 25 hours per week, but must be between Monday-Friday 9am-5pm. United Way of Westchester and Putnam is located at 336 Central Park Avenue.</p>

<p>Must be 14 OR 15 YEARS OF AGE TO APPLY</p> <p>CAGE12. Youth Bureau <i>Entrepreneurship Program</i></p> <p>Have you thought about being your own boss? What kind of business would you run? How about making money this summer while you think about the idea of being an entrepreneur? 12 bright, energetic youth needed (must be 14 or 15 years of age) who like to think outside of the box. During the six weeks, youth will develop a business idea and learn about the basics of becoming an entrepreneur. Hours are Monday-Thursday, 10:00am-4:00pm, Friday 10:00am-3:00pm.</p>	<p>C13. Youth Bureau S.T.E.M. Camp Greeter/Assistant</p> <p>1 bilingual (Spanish/English) youth needed who is mature, responsible, well-spoken and polite to monitor the front entrance of the program during mornings and afternoons. Youth will be responsible for signing in all campers entering the building and providing information as requested. Applicant will work with camp director and provide clerical assistance as needed. Hours are Monday-Friday 8:00am-4:00pm.</p>
<p>MUST BE 18 YEARS OF AGE OR OLDER TO APPLY</p> <p>CAGE14. Youth Bureau <i>Summer Career Academy</i> <i>Program Assistant</i></p> <p>2 mature, responsible, college age students (must be 18 years of age or older) to help supervise 12 young people employed in the Summer Career Academy which is a workforce/life preparation job site for young people 14 & 15 years of age. Applicants should be able to relate to and interact with young people in a positive way and also be confident enough to manage a group of 6 on their own. Hours 10:00am-12pm & 1:30pm-3:30pm, Monday-Friday.</p>	<p>MUST BE 14 OR 15 YEARS OF AGE TO APPLY</p> <p>CAGE15. Youth Bureau Summer Career Academy <i>Workforce Preparation Program</i></p> <p>12 youth needed (must be 14 or 15 years of age) to participate in this great opportunity for those who are new to work. Youth will learn skills on how to become great employees. Youth will participate in activities that will allow them to practice living as a grownup in the real world, solving problems, finding apartments, finding jobs, and paying bills. Candidates must be willing to learn new things! Hours 10:00am-12pm & 1:30pm-3:30pm, Monday-Friday.</p>

Maintenance Positions

<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>MAGE1. Youth Bureau Bits n Pieces Camp <i>Custodian</i></p> <p>1 youth needed (must be 16 years of age or older) to perform clean-up and maintenance duties of the camp facilities. Responsibilities will include: accompanying staff to pick-up camper's lunches at WPHS; set up of the cafeteria area and clean-up after lunch. Youth will assist with other tasks as assigned by camp director. Hours are Monday-Friday 9:30am-5:30 pm.</p> <p>Applicants must be available to attend orientation for Bits n' Pieces staff on Wednesday, June 28th 3:30pm-4:30pm at Church Street Elementary School in the cafeteria.</p>	<p>MUST BE 17 YEARS OF AGE OR OLDER TO APPLY</p> <p>MAGE2. Recreation & Parks <i>Delivery/Maintenance Assistant</i></p> <p>1 youth (graduating HS senior, 17 years of age or older) needed to assist at camp. Workday begins and ends at the Rec & Parks Office. Youth will meet Rec & Parks staff at Recreation office to load the city vehicle with supplies and assist in the delivery of supplies to the camp sites. Other responsibilities will include, accompanying staff driver to deliver water and supplies to camps and picking up lunches. Those who apply must be flexible and enjoy working around children. Employment dates are July 5th – August 17th. <u>Must be available for the full camp season.</u> Hours are 7:30am – 1:30pm, Monday-Friday.</p> <p>Applicants must attend mandatory orientation on Wednesday, June 28th, 9am-5pm at Mamaroneck Avenue School cafeteria.</p>
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Child Care/Summer Camp Positions

<p>MUST BE 18 YEARS OF AGE OR OLDER TO APPLY</p> <p>SAGE1. Youth Bureau Bits n' Pieces Camp <i>Head Counselors</i></p> <p>2 youth needed (must be 18 years of age or older) as head counselors. Must be mature, patient, and have lots of energy. Responsibilities will include: supervision of campers as they transition to various programs/activities, and assisting classroom instructors. Counselors will assist in the supervision of swimming pool activities, and are required to enter the pool with the children. Experience working with elementary school children is preferred. Hours are Monday-Friday either 8:30am-4:30pm or 9:30am-5:30pm.</p> <p>Applicants must be available to attend orientation for Bits n' Pieces staff on Wednesday, June 28th 3:30pm-4:30pm at Church Street Elementary School in the cafeteria.</p>	<p>MUST BE 16 YEARS OF AGE OR OLDER TO APPLY</p> <p>SAGE2. Youth Bureau Bits n' Pieces Camp <i>Assistant Counselors</i></p> <p>8 youth needed (must be 16 years of age or older) as assistant counselors. Must be mature, patient, and have lots of energy. Responsibilities will include: assisting with supervision of campers as they transition to various programs/activities. Counselors will assist in the supervision of swimming pool activities, and are required to enter the pool with the children. Experience working with elementary school children is preferred. Hours are Monday-Friday either 8:30am-4:30pm or 9:00am-5:00pm.</p> <p>Applicants must be available to attend orientation for Bits n' Pieces staff on Wednesday, June 28th 3:30pm-4:30pm at Church Street Elementary School in the cafeteria.</p>
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MUST BE 15 YEARS OF AGE TO APPLY

**SAGE3. Youth Bureau
Bits n' Pieces Camp**
Counselors in Training – CITs

8 youth needed (**must be 15 years of age to apply**) as CITs. Must be mature, patient, and have lots of energy. Responsibilities will include working alongside head & assistant counselors to provide supervision of campers as they transition to various programs/activities. CITs will assist with swimming pool activities and are required to enter the pool with the children. **Hours are Monday-Friday 9:00am-5:00pm.**

Applicants must be available to attend orientation for Bits n' Pieces staff on Wednesday, June 28th 3:30pm-4:30pm at Church Street Elementary School in the cafeteria.

ONLY 15 YEAR OLDS CAN APPLY

SAGE5. Recreation & Parks
Counselors in Training (Camp Panawok)

6 junior counselors needed (**ONLY 15 yr. olds can apply**) to work with children in a variety of environments such as: gym, sports, art, swimming, games, and outdoors activities. Must be mature, flexible, self-motivated, cooperative, willing to take direction, and enjoy working with children. No summer school candidates. **Camp employment dates are July 5th– August 11th. Must be available for the full camp season.** Counselors will rotate the following schedule on a 3 week rotation: 8:15am – 3:15pm and 11am – 6pm, Monday–Friday and must be available for both shifts.

Applicants must attend mandatory orientation on Wednesday, June 28th, 9am -5pm at Mamaroneck Avenue School cafeteria.

ONLY 15 YEAR OLDS CAN APPLY

SAGE7. Recreation & Parks
Specialist Assistant (Camp Quarropas)

1 Specialist Assistant needed (**ONLY 15 yr. olds can apply**) to assist programming staff with activities or in office, helping to monitor and prepare supplies for camp programs, help with set up and breakdown of activities in a variety of environments such as: gym, sports, art, games, and outdoors activities. Must be mature, flexible, self-motivated, cooperative, willing to take direction and enjoy working around children. Special Assistants will not go on trips. No summer school candidates. **Camp employment dates are July 5th – August 11th. Must be available for the full camp season.** Hours are 8:15am – 3:45pm, Monday-Friday.

Applicants must attend mandatory orientation on Wednesday, June 28th, 9am–5pm at Eastview Middle School Auditorium.

MUST BE 16 YEARS OF AGE OR OLDER TO APPLY

**SAGE4. Youth Bureau
S.T.E.M. Camp**
(Science, Technology, Engineering, Math)
Counselors

3 counselors needed (**must be 16 years of age or older**) to work with middle school age children. Must be mature and academically proficient in math and science. Counselors will be asked to assist with daily activities. **Hours are Monday-Friday 8:00am-4:00pm.**

ONLY 15 YEAR OLDS CAN APPLY

SAGE6. Recreation & Parks
Specialist Assistant (Camp Chickadee)

1 Specialist Assistant needed (**ONLY 15 yr. olds can apply**) to assist programming staff with activities or in office helping to monitor and prepare supplies for camp programs, help with set up and breakdown of activities in a variety of environments such as: gym, sports, art, games, and outdoors activities. Must be mature, flexible, self-motivated, cooperative, willing to take direction and enjoy working around children. Special Assistant will not go on trips. No summer school candidates. **Camp employment dates are July 5th – August 11th. Must be available for the full camp season.** Hours are 8am – 3pm, Monday–Friday.

Applicants must attend mandatory orientation on Wednesday, June 28th, 9am -5pm at Ridgeway Elementary School cafeteria.

ONLY 15 YEAR OLDS CAN APPLY

SAGE8. Recreation & Parks
Counselors in Training (Camp Chickadee)

3 junior counselors needed (**ONLY 15 yr. olds can apply**) to work with children in a variety of environments such as: gym, sports, art, swimming, games, and outdoors activities. Must be mature, flexible, self-motivated, cooperative, willing to take direction and enjoy working with children. No summer school candidates. **Camp employment dates are July 5th– August 11th. Must be available for the full camp season.** Hours are 8am – 3pm, Monday–Friday.

Applicants must attend mandatory orientation on Wednesday, June 28th, 9am -5pm at Ridgeway Elementary School cafeteria.

ONLY 15 YEAR OLDS CAN APPLY

SAGE9. Recreation & Parks
Specialist Assistant (Camp Panawok)

1 Specialist Assistant needed (**ONLY 15 yr. olds can apply**) to assist programming staff with activities or in office, helping to monitor and prepare supplies for camp programs, help with set up and breakdown of activities in a variety of environments such as: gym, sports, art, games, and outdoors activities. Must be mature, flexible, self-motivated, cooperative, willing to take direction and enjoy working around children. Special Assistant will not go on trips. No summer school candidates. **Camp employment dates are July 5th – August 11th. Must be available for the full camp season.** Hours are 8:15am – 3:15pm, Monday-Friday.

Applicants must attend mandatory orientation on Wednesday, June 28th, 9am-5pm at Mamaroneck Avenue School cafeteria.

Recreational/Outdoor Positions

<p style="text-align: center;">R1. Recreation & Parks <i>Scorekeeper at Kittrell Park</i></p> <p>4 scorekeepers needed to work Monday-Thursday 5pm-9pm and some Fridays for rain dates. Students must be clean, neat and polite and should be able to keep basketball scores as well as perform light maintenance (setting up chairs/tables, sweeping). Must have knowledge of the game. (Position is 16 hours per week - and runs until Thursday, August 17th)</p>	<p style="text-align: center;">R2. Recreation & Parks <i>Pool Pass Taker</i></p> <p>4 youth needed to work a total of 35 hours per week to: check recreation ID cards at the gate, keep attendance records, and perform light maintenance duties in the pool area, park and office. Youth must be able to work until 8PM and on weekends. This position begins Friday, July 1st. Applicants must be available for mandatory orientation with Recreation & Parks staff in June date to be determined.</p>
<p style="text-align: center;">R3. Recreation & Parks <i>Special Events</i></p> <p>2 youth needed who are willing to work Monday & Wednesday evenings 6pm-8pm for nights in the Park and every other Wednesday daytime 11:30-am2:30pm for Music at the Market. Should be dependable and be able to get to all locations. Applicants must be neat, clean and polite. Must be able to speak to large audiences. Youth will be interacting with the public and city vendors so must be outgoing and responsible. Applicants will also be required to work the Independence Day event at WPHS June 30th 3pm-10pm.</p>	<p style="text-align: center;">MUST BE 14 OR 15 YEARS OF AGE TO APPLY</p> <p style="text-align: center;">RAGE4. Youth Bureau Greening Project <i>Environmental Education Program</i></p> <p>8 youth needed (must be 14 or 15 years of age) who are interested in the environment and would love to spend the summer working outdoors! Responsibilities include: participating in environmental activities, gardening, and cleaning up at local parks, nature sanctuaries and reserves. Must be willing to work hard and be a team player. Job will begin on Friday, July 7th. Hours are Monday-Friday 9am-4pm.</p>
<p style="text-align: center;">MUST BE 14 OR 15 YEARS OF AGE TO APPLY</p> <p style="text-align: center;">RAGE5. Youth Bureau Growing White Plains Community Garden <i>Garden Interns</i></p> <p>12 youth needed (must be 14 or 15 years of age) to work growing crops organically, attend environmental education trips and participate in community projects. Work takes place at a community garden site and a greenhouse in White Plains. Applicants must be prepared for physical work outdoors and enjoy being part of a team. Youth will work Monday-Friday. Hours are 8:30am to 12:30pm; however youth may be asked to stay later some days as needed.</p>	